



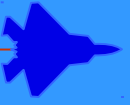
## *The Communications And Information Career Program 2002*

*Presented by: Ms. Jessica L. Spencer-Gallucci  
(Program Manager)*

*Integrity - Service - Excellence*



- *Mission*
- *New Way of Doing Business*
- *Career Program Information*
- *Future Initiative*
- *Responsibilities*



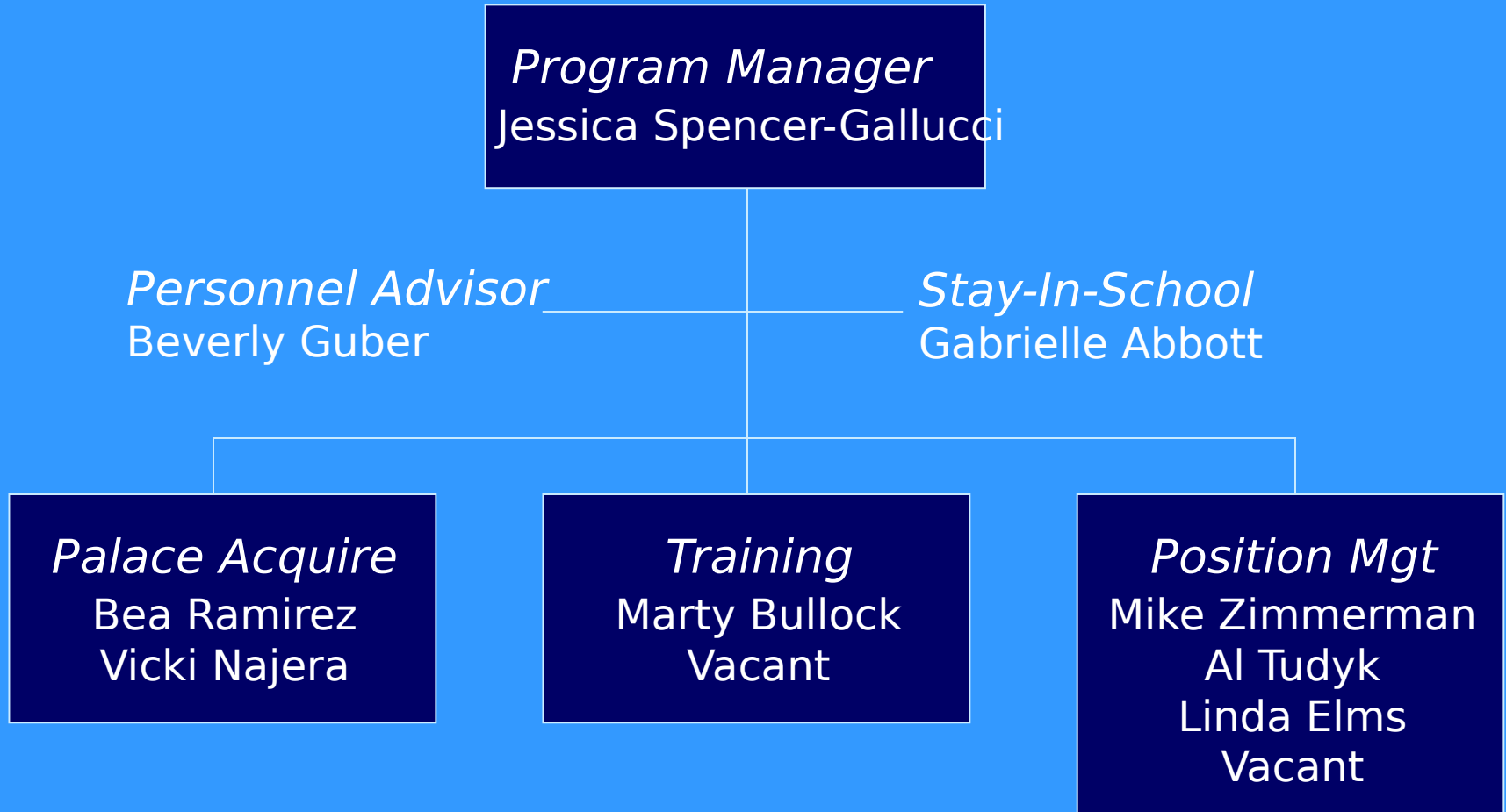
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*To provide the Communications and Information community avenues to meet professional and personal goals through training, recruiting, accession, and placement opportunities.*

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# AFPC — CICP Palace Team

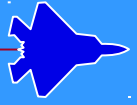


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# AFPC — Positions Covered



- *GS-9 thru GS-15*
  - *INFORMATION MGT - 0341, 0342, 0343, 1082, 0301*
- *GS-11 & 12 Supervisory, all GS-13 thru GS-15*
  - *(GS-11-12 Non-supervisory optional)*
  - *TELECOMMUNICATIONS - 0391, 0301*
  - *VISUAL INFORMATION - 1001, 1020, 1060, 1071, 1084*
- *GS-12 Supervisory, all GS-13 thru GS-15*
  - *(GS-12 Non-supervisory optional)*
  - *INFORMATION TECHNOLOGY - 2210, 0301*
  - *SCIENTIST & ENG - 0854, 0855, 1515, 1520, 1550*

(AFSC = 33XX)

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# **AFPC** *Registration*



- *Employee initiated*
- *Minimum grade*
  - *GS-7 (IM)*
  - *GS-9 (VI)*
  - *GS-11 (IT)*

**To register in CICP and List Server, go to the  
CICP Web site:**

**<http://www.afpc.randolph.af.mil/cp/cicp>**

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# **AFPC** — *Self Nomination*



- *CICP covered positions*
  - *All CICP positions will be advertised*
  - *Advertised for 10 working days*
  - *AFPC Civilian Employment Web site @ <http://ww2.afpc.randolph.af.mil/resweb/>*
- *Self Nomination*
  - *MUST have an account on AFPC secure web server*
  - *Must self-nom within 10 working day window*
  - *Read announcement for details (internal, DEU, external, etc.)*
  - *AFPC Civilian Employment Web site @ <http://ww2.afpc.randolph.af.mil/resweb/>*

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# **AFPC** — *Self Nomination*



- *MUST have an account on AFPC secure web server*
- *MUST 'submit'*
- *WATCH for CICP notices (subscribe to list server)*
- *SUBSCRIBE to Civilian Announcement Notification System (CANS)*
- *WATCH 'status' of nomination*
- *1 year penalty*
- *CALL CICP for information*

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# Self Nomination Terminology



**Candidates:** Determined by those who self-nom and are in the area of consideration (see 'who may apply')

**Basically Qualified:** Those candidates who meet basic eligibility as determined by comparing their experience (skill codes) to the requirements (skill codes) of the vacancy

**Best Qualified:** Determined by an accumulated score based upon Whole Person Score factors -- ranking of those Basically Qualified

**Referral List:** Top 15 (plus ties) of the Best Qualified candidates for promotion and/or lateral or change to lower grade



- *2210 – Information Technology Specialists*
  - *Includes all 0334 positions*
- *Under consideration/discussion with OPM:*
  - *Information Management*
  - *Visual Information*
  - *0391 - Telecommunications Specialist*
- *New skill codes being developed*



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# **AFPC** — *Palace Acquire* *(“Intern”)*

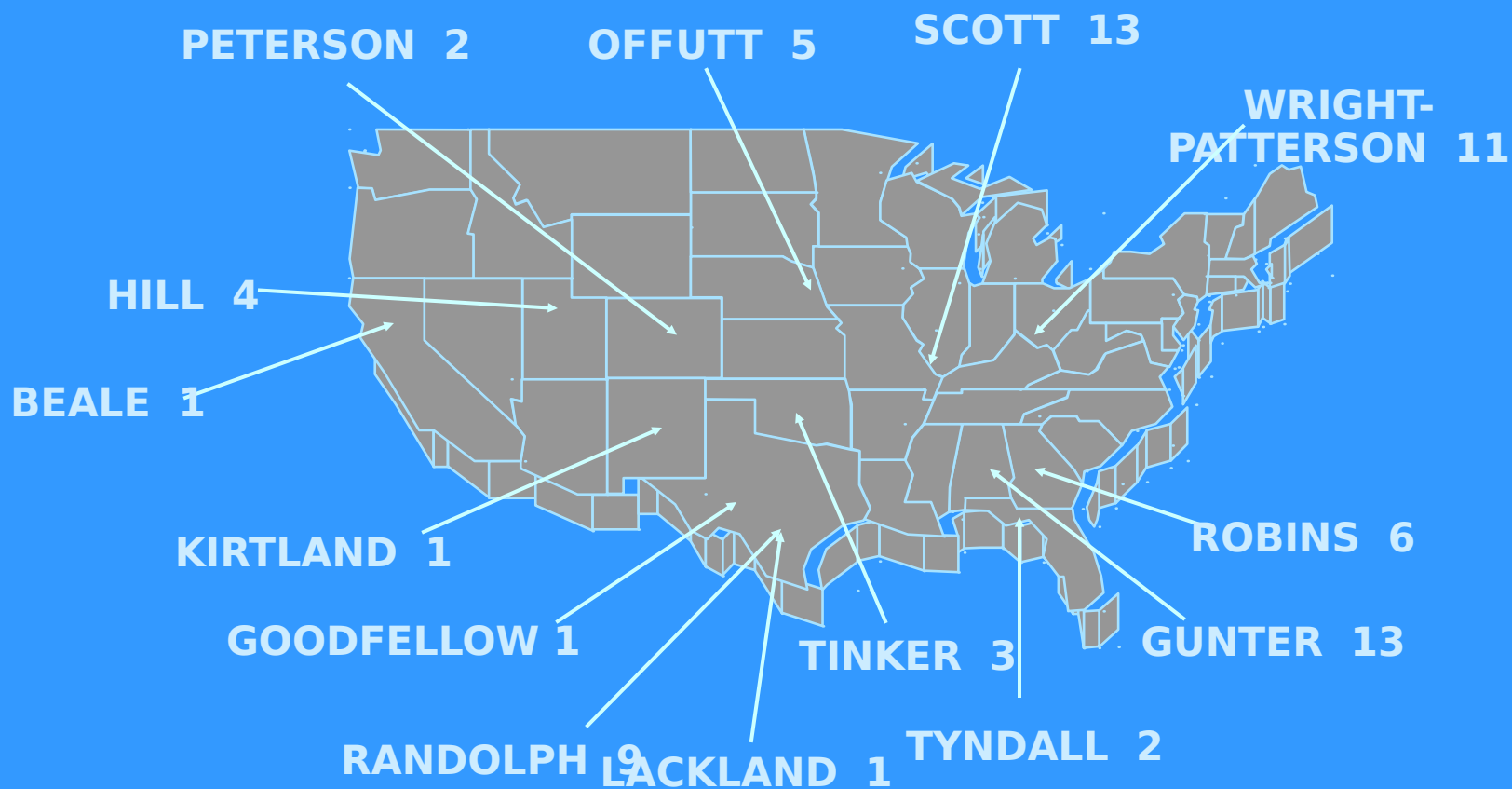


- *Major Force Renewal Effort:*
  - *3.45 GPA or Top 10% of class*
  - *2.95 GPA – S&E*
- *3-Year Training Program (Plans, Rotation)*
  - *IM GS 7-9*
  - *IT/VI GS 7-11*
  - *S&E GS 7-12*
- *Recruit/Retain:*
  - *Special IT salary rate*
  - *Payback of student loans (Policy being developed)*
  - *Payment for 1<sup>st</sup> duty move (Beginning in FY03)*
- *Develop Leadership/ Team Skills*

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# *Palace Acquire Current Locations*



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# **AFPC** — *Career Broadener*

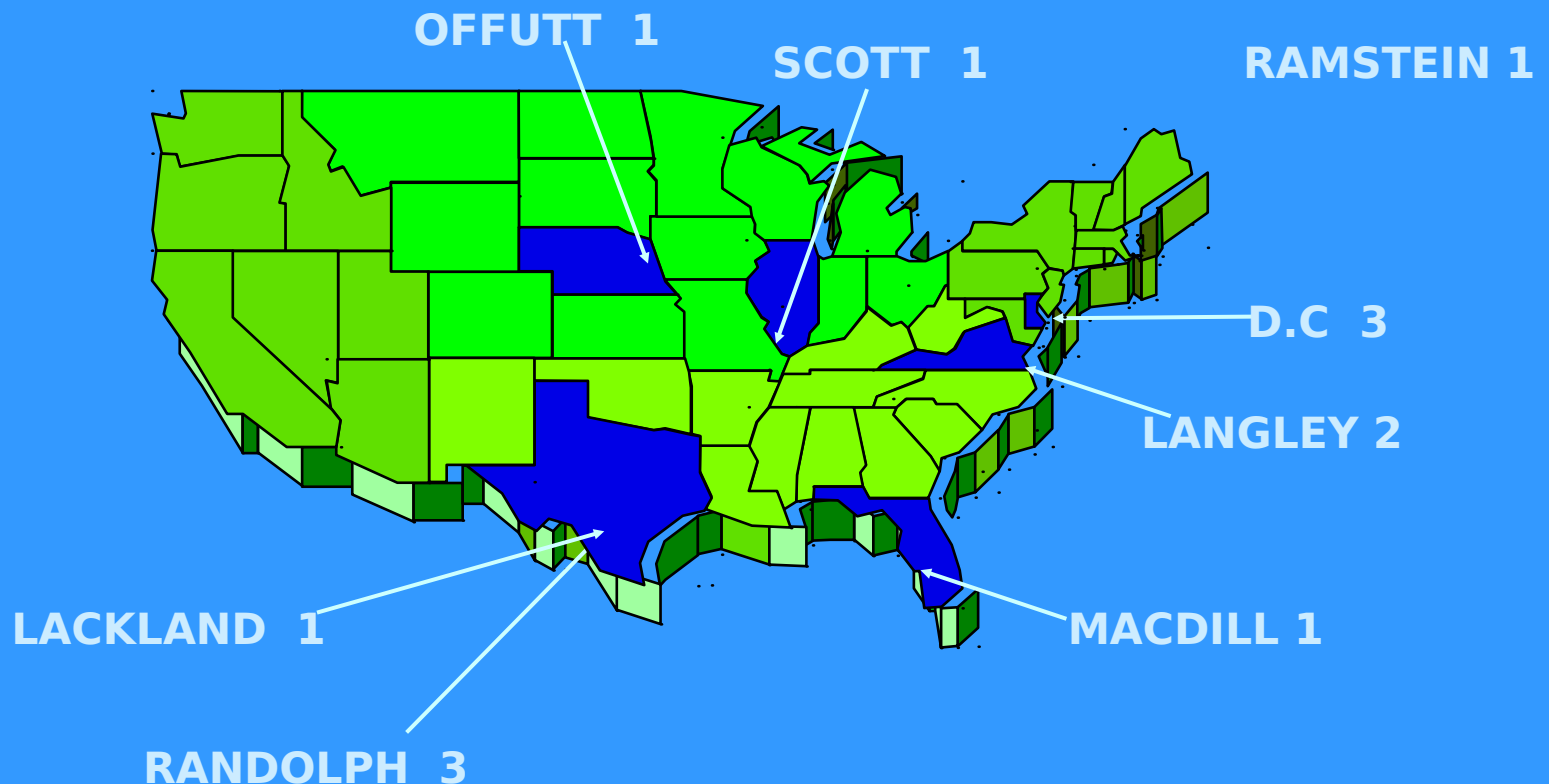


- *CICP registrants who have demonstrated leadership abilities and have self-initiative*
- *24 Months Developmental Experience*
- *Worldwide assignment locations*
  - *Must sign mobility agreement*
- *15 positions*
  - *GS - 12 (IM/VI)*
  - *GS - 11/12 (IM/IT)*
  - *GS - 13 (IT)*

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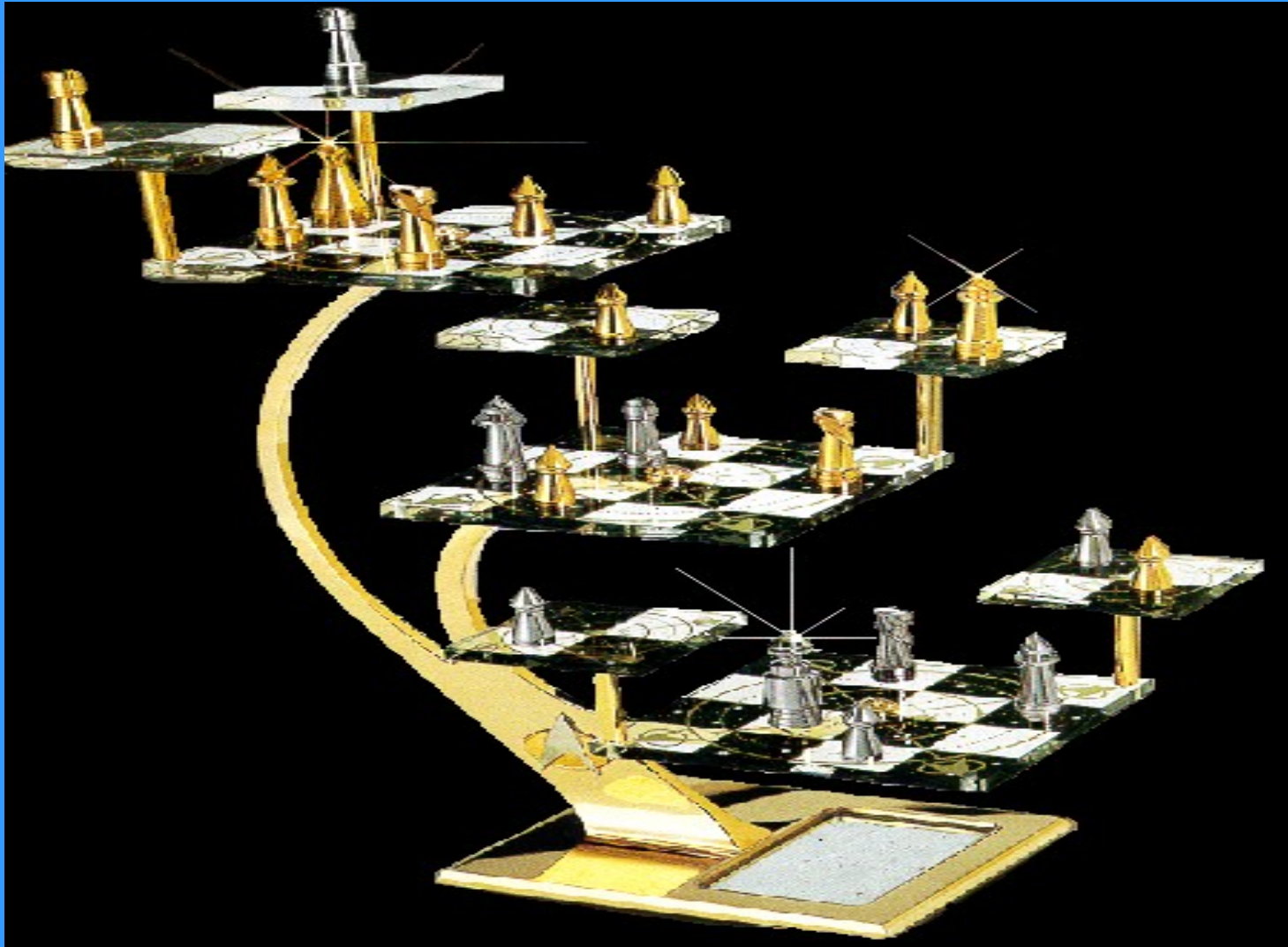


# **AFPC** — *Career Broadener* *Current Locations*



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# ***AFPC** — The Playing Field*



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- *Experience: Based upon comparison of the individual's qualifications versus the vacancy requirements*
  - *Four categories:*
    - *Skills – compares skill codes*
    - *Management – evaluates supervisory level experience*
    - *Position Level – evaluates organizational level experience*
    - *Command – evaluates MAJCOM level experience*



- **Education:** Points awarded for formal education past high school, up to PHD
- **Training:** Up to 20 points for various training courses offered through the career program or your base / activity training office
- **Ratings:** Based upon appraisal factors (9)
- IM positions only use Experience and Ratings

# **AFPC** — *You Hold the Key To Your Future*



- *Education*
- *Interviewing Skills*
- *Communication Skills*
- *Experience*
- *PME*
- *Training*



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# **AFPC** — *Tuition Assistance*



- *JOB / MISSION RELATED*
- *REGISTRANTS*
  - *Bachelor and Master Degree Programs*
  - *75% of tuition or \$187.50/semester or \$124.50 / quarter credit hour (whichever is less)*
  - *\$3,500 per year cap*
  - *Last two years of Bachelor Degree*
- *PAQ (Interns)*
  - *100% of tuition*
  - *Lifetime cap of \$8000*
  - *Master Degree Program*

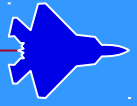
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# AFPC — Tuition Assistance



- *ACQUISITION*
  - *75% per class*
  - *Bachelor and Master Degree Programs*
    - *Last two years of Bachelors*
  - *Lifetime cap*
    - *Master Degree \$8000*
    - *Bachelor Degree \$6000*
- *INDIVIDUAL REFRESHER EDUCATION*
  - *Formal education experience*
  - *College/University*
  - *75% Tuition Assistance*
  - *One per fiscal year*

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- *Career Program Sponsored Training*
  - *Management and Leadership*
  - *WPS points*
  - *On-site*
  - *Throughout FY*
  - *Based on CEP entries & historical data*
- *Other (MDC, Seminars , etc)*
  - *Requirements*
  - *Availability of funds*



**AFPC**

# *On Line Available Capabilities*



- *Registration:*
  - *Must be registered to get training*
  - *Subscribe to list server*
- *Self-Nomination: No guarantee of referral*

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# AFPC — AFPC Web Pages

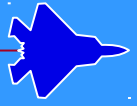


- *URL's:*
  - *AFPC: <http://www.afpc.randolph.af.mil>*
  - *Civilian Career Management Directorate HQAFPC/DPK):  
<http://www.afpc.randolph.af.mil/cp/>*
  - *CICP to register in program and list server:  
<http://afpc.randolph.af.mil/cp/cicp/>*
  - *Employment Announcements & CANS:  
<http://ww2.afpc.randolph.af.mil/resweb/>*

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- *Initiative by senior SC leadership to build an environment allowing personnel the opportunity to develop themselves, and to gain experience through appropriate assignments.*
- *Status: Still in the development stage. Expect an announcement on this in FY03.*



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# **AFPC** — *Responsibilities - CICP*



- *Ensure Equity: Competitive position fills*
- *Provide referral lists of highly qualified candidates*
- *Provide Training & Tuition Assistance  
(Based on funds availability)*
- *Provide career counseling*
- *Recruiting and Accessions*

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- *Pass information to your employees*
- *Be familiar - civilian personnel procedures*
- *PDs - describe required skills, not a person*
- *Mentor personnel*
- *Provide required training with your funds*
- *Give honest feedback/appraisals*



- *Register – Only way to get training*
- *Ensure accuracy of your records*
- *Sign up for list server*
- *Check the WEB for announcements*
- *Accomplish Career Enhancement Plan (CEP)*

***DO IT!!!!***

- *Be knowledgeable of what is offered*
- *Respond to training & development calls*
- *Choose your career path wisely*
- *Make yourself competitive!*



# **AFPC**

# *To Contact CICP*



- *Jessica Spencer-Gallucci – CICP Program Manager (210)  
565-3692 or DSN: 665-3692*
- *Phone: Comm: (210) 565-3691/2263  
DSN: 665-3691/2263*
- *FAX: DSN: 665-2358  
Comm: (210) 565-2358*
- *E-mail: [cicp@randolph.af.mil](mailto:cicp@randolph.af.mil)*
- *Mail: HQ AFPC/DPKCI  
555 E Street West Suite 1  
Randolph AFB TX 78150-4530*

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